GREENVILLE CITY SCHOOLS

Application for Administrative Tuition Reimbursement

Administrator: _____ Assignment: _____

Course Title & Number: _____

Name of Accredited College or University: _____

Date of First Class (Preapproval by Superintendent is Required): _____

Indicate how course relates to your area(s) of responsibility or your IPDP (attach additional pages if necessary):

_____

_____

_____

If this application is approved, the applicant understands the following guidelines are in effect:

- Course work must be graduate level.
- After completion of the course, the applicant will provide an official transcript indicating course completion and final grade of A,B, pass, or equivalent.
- No reimbursement will be provided for audited course work.
- Reimbursement shall not exceed $200 per semester hour to a maximum of $750 in any twelve month period (contract year of August 1 to July 31).
- Reimburse for approved course work will be made only after course completion and submission of required transcript(s) and bill(s) indicated proof of payment.
- Reimbursement shall be treated as income and is subject to taxation.
- Administrator must remain in the district for 12 months after the completion of the class; any tuition reimbursement would have to be paid back to the BOE if the administrator leaves the district prior to the 12 months.
- Reimbursement will not be made for books, mileage, or other expenses associated with the class(es).

_____ _____

Signature of Administrator/Applicant Date

For Office Use Only

_____ Approved _____ Disapproved

_____ _____

Superintendent's Signature Date

Reason(s) for disapproval:

_____

_____

Board of Education Approval Date: _____

Approved for Payment: _____ _____

Superintendent *Date*

Date of Reimbursement: _____ *Check #:* _____ *P.O. #:* _____

Please complete form and turn in to the Superintendent's Office prior to 1st Class